

**METROPOLITAN GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY  
DEPARTMENT OF CODES ADMINISTRATION**

**APPLICATION FOR EXAMINATION AS A  
MASTER PLUMBER OR JOURNEYMAN PLUMBER**

Name of Applicant \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Area Code

Home Telephone Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Each applicant must furnish evidence that he or she has at least six- (6) months experience in the next lower level classification. To apply for a *Master Plumbers Certificate* – a Davidson County Journeyman Plumbers License must be held for a period of six (6) months. A Degree in Engineering may be accepted in lieu of the experience requirement. Most acceptable Degrees are Mechanical. A copy must be provided.

**PLEASE COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A JOURNEYMAN EXAMINATION:**

- (1) Do you hold a current Metro Nashville Apprentice License? YES \_\_\_\_\_ Card No. \_\_\_\_\_ or NO \_\_\_\_\_
- (2) List number of years you have held an Apprentice License: \_\_\_\_\_ (Verified by Codes Administration)
- (3) List time worked as a helper/apprentice or Journeyman, excluding the above. Please submit letters verifying this documentation by former employers. Number of years: \_\_\_\_\_
- (4) Attach this information to the back of this Application.
- (5) Currently employed with: \_\_\_\_\_ How long: \_\_\_\_\_  
(Please attach letter from employer verifying employment, listing number of years, duties and skills)

**PLEASE COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A MASTER PLUMBER EXAMINATION:**

- College Degree: Yes \_\_\_\_\_ List your Major \_\_\_\_\_ or No \_\_\_\_\_
- Number of years you have held a Journeyman Plumbers License \_\_\_\_\_ (Must hold license for 6 months)
- Time worked as a Journeyman Plumber (excluding above) Number of years \_\_\_\_\_  
Please provide written verification from former and present employer on work experience.
- Do you have a current Nashville/Davidson County Journeyman Plumbers License? Yes \_\_\_\_\_ or No \_\_\_\_\_
- Do you have a Master Plumbers License in another City or State? Yes \_\_\_\_\_ or No \_\_\_\_\_ (If yes, please provide us with a copy, listing City, State and number of years you have held the license)

Incomplete applications will not be accepted. You must attach written confirmation and documentation to this application before approval by the Chief Plumbing Inspector.

Mail or deliver Application with required information to:

Department of Codes Administration  
800 2<sup>nd</sup> Avenue South – Third Floor  
P.O. Box 196300  
Nashville, TN 37219-6300  
615-862-6598



**METROPOLITAN PLUMBING  
INSTRUCTIONS FOR EXAMINATION**

**STEP I**

To apply to take the examination for a license as a **Metropolitan Master Plumber or Journeyman Plumber**, you must complete the Application for Examination form with all information requested. Applications are to be submitted to the Department of Codes Administration. Incomplete applications will not be accepted.

**STEP II**

Upon receipt of your application, it will be reviewed and considered by the Chief Plumbing Inspector.

Upon approval, you will receive notification by mail. We will include copies of the Examination Summary, Study Guide references and sample questions for the classification you requested.

You will also receive from our office an **Examination Registration Form**, to be completed and then mailed to the examiners at the following address:

PROMETRIC  
5209 Linbar Drive, Suite 626  
Nashville, TN 37211

It will be your responsibility to schedule your examination date with PROMETRIC. You may contact PROMETRIC at (615) 333-6575. Those applicants being administered the Master Plumbers examination will also be administered the Septic Tank and Overflow examination. You will make payment directly to PROMETRIC.

Should you fail to make a passing grade of 70.0% on the examination, you may apply for reexamination after a thirty (30) day waiting period. You will notify PROMETRIC directly for reexamination.

Mail or deliver Application with required information to:

Department of Codes and Building Safety  
800 Second Avenue, South Third Floor  
P.O. Box 196300  
Nashville, TN 37219-6300  
615-862-6598

